

# **CMS Made Simple User Guide**

**By: Jeff O'Brien – [Web Made Simple](#)**

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**“**  
*Your website is built on a platform known as a Content Management System (CMS). This allows you, the client, to have full control over your site content. The CMS that your site is built on is called CMS Made Simple (CMSMS) ([cmsmadesimple.org](http://cmsmadesimple.org)). CMSMS won the award for best open source CMS on the Internet in 2011.*

*Having your site built on a CMS, gives you the flexibility to update your site from any computer connected to the Internet from anywhere, at any time with no additional software. The below user guide will explain how to log into your sites CMS and use some of the features to update your content all through your web browser of choice from a MAC or PC.*

*And remember, having your site designed and hosted by Web Made Simple, you always receive unlimited support. Meaning, if you can't get something looking just right, contact me ([jeff@webmadesimple.ca](mailto:jeff@webmadesimple.ca)) and I will help you out right away to get your site looking the way you*

**”**  
*want it to.*

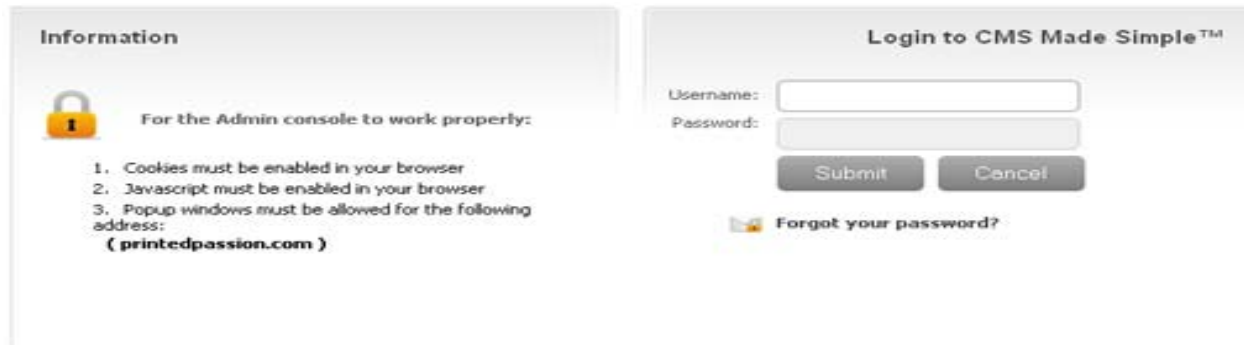
-- Jeff

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## A. Admin Login

- i. To access the admin login for your site, go to the following URL:  
<http://yourdomainname.ca/admin>;
- ii. Type in your *Username & Password*;
- iii. Select the **Submit** button to login.



**Information**

 For the Admin console to work properly:

1. Cookies must be enabled in your browser
2. Javascript must be enabled in your browser
3. Popup windows must be allowed for the following address:  
(printedpassion.com )

**Login to CMS Made Simple™**

Username:

Password:


 [Forgot your password?](#)

Image A-1: Image of the Admin Login page.

## B. CMS Made Simple Admin Panel

The Admin Panel is comprised of the following sections: CMS, Content, Layout, Users & Groups, Extensions, Site Admin, My Preferences, View Site and Logout (icons to the right of the menu).



Image B-1: Image of the Toolbar.

- i. The **CMS** section is the Admin panel home.
- ii. The **Content** section is where you add and edit your website's content and upload images and files.
- iii. The **Layout** section is where the website is visually setup through templates, style sheets and menus. Unless you know what you are doing, please do not edit anything in this section.
- iv. The **User & Groups** section is where you set up the backend user permissions for the website. Unless you know what you are doing, please do not edit anything in this section.
- v. The **Extensions** section is where all the tags and modules are installed and setup for the website. Other installed modules like Form Builder and Newsletter Made Simple can be found under this menu.
- vi. The **Site Admin** section controls various site-wide preferences. Unless you know what you are doing, please do not edit anything in this section.
- vii. The **My Preferences** section is where you can customize your user account settings. Unless you know what you are doing, please do not edit anything in this section.
- viii. When you select the **View Site** icon (the magnify glass), a new browser tab will open displaying your website.
- ix. When you select the **Logout** icon (the lock icon), you are logged out of the Admin Panel and the Admin Login page will be displayed.

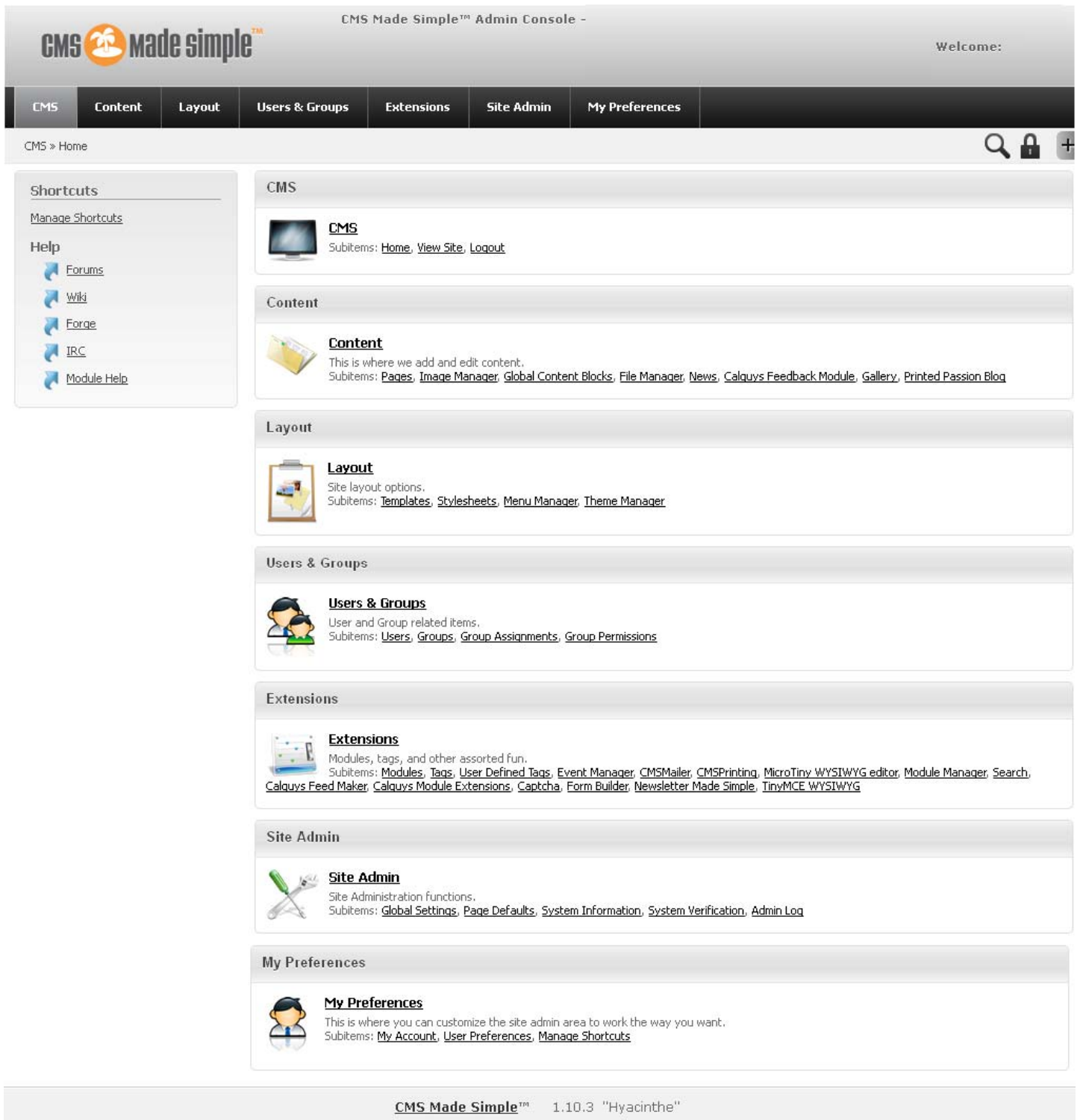


Image B-2: Image of the Admin Panel page.

## C. Content Section

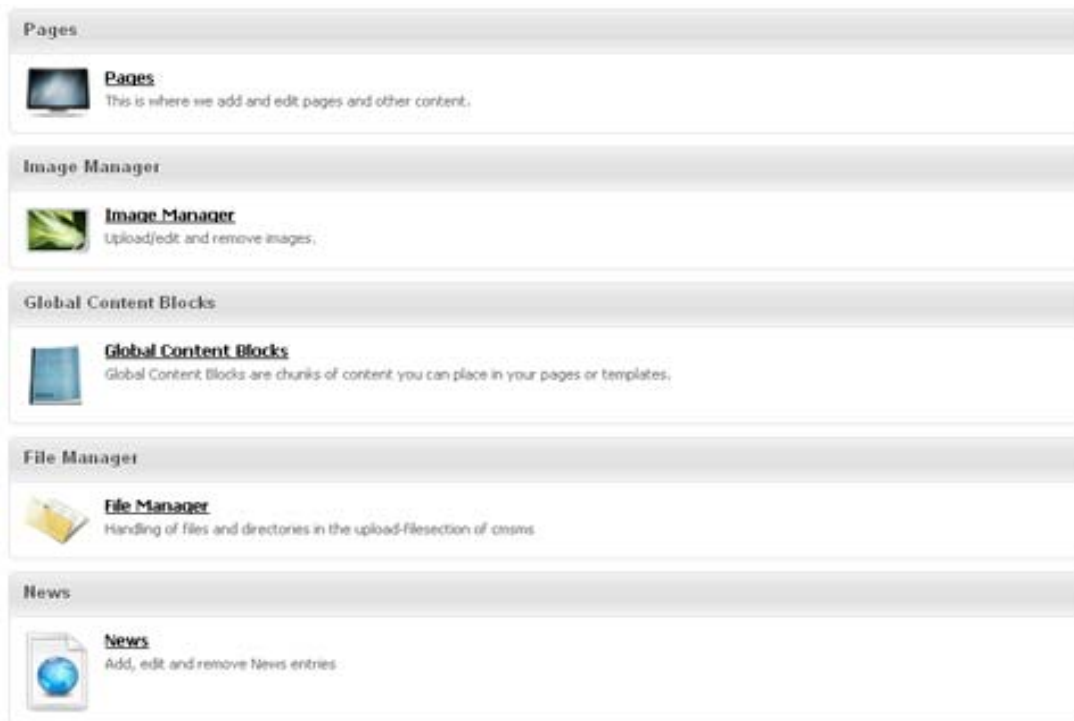


Image C-1: Image of the Content page.

## 1. Pages

- This is where you add and edit your website's content.
- To edit a current website page, select the desired page name under the *Page (Menu Text)* column.
- To create a new page, select the *Add New Content* link.
- Refer to [Section D](#) for full details on how to add or update page content.

Current Pages

Add New Content Expand All Sections Collapse All Sections Reorder Pages

|   | Page (Menu Text) | Page Alias | URL | Template        | Type    | Owner | Active | Default | Move |   |   |    |    |
|---|------------------|------------|-----|-----------------|---------|-------|--------|---------|------|---|---|----|----|
| 1 | Home             | home       |     | Web Made Simple | Content | wms   | ✓      | ✓       | ▼    | 🔍 | 📄 | ✏️ | 🗑️ |
| 2 | Services         | services   |     | Web Made Simple | Content | wms   | ✓      | ✗       | ▼    | 🔍 | 📄 | ✏️ | 🗑️ |
| 3 | Portfolio        | portfolio  |     | Web Made Simple | Content | wms   | ✓      | ✗       | ▼    | 🔍 | 📄 | ✏️ | 🗑️ |
| 4 | Templates        | templates  |     | Web Made Simple | Content | wms   | ✓      | ✗       | ▼    | 🔍 | 📄 | ✏️ | 🗑️ |
| 5 | FAQs             | faq        |     | Web Made Simple | Content | wms   | ✓      | ✗       | ▼    | 🔍 | 📄 | ✏️ | 🗑️ |
| 6 | About Us         | about-us   |     | Web Made Simple | Content | wms   | ✓      | ✗       | ▼    | 🔍 | 📄 | ✏️ | 🗑️ |
| 7 | Contact Us       | contact-us |     | Web Made Simple | Content | wms   | ✓      | ✗       | ▼    | 🔍 | 📄 | ✏️ | 🗑️ |
| 8 | Thank You        | thank-you  |     | Web Made Simple | Content | wms   | ✓      | ✗       | ▼    | 🔍 | 📄 | ✏️ | 🗑️ |
| 9 | test             | test       |     | Web Made Simple | Content | wms   | ✓      | ✗       | ▼    | 🔍 | 📄 | ✏️ | 🗑️ |

Add New Content Expand All Sections Collapse All Sections Reorder Pages

With Selected: Delete Submit

Annotations:

- Add a new page to your site. (points to Add New Content)
- Edit (Select a page name to edit) (points to Home)
- Copy Page (points to 📄 icon)
- Delete Page (points to 🗑️ icon)
- View Page (points to 🔍 icon)
- Edit Page (points to ✏️ icon)
- Select to expand to access pages (submenu or child pages). (points to blue triangle icon)
- Move or change the website menu order. (points to Move column)

Image C-2: Image of the Edit pages menu.



## 2. Image Manager

- i. This is where you upload, edit or remove images. Please use *Image Manager* to upload your images. *Image Manager* creates thumbnail files that are needed for the Image Gallery plug-in while editing or creating a new page.
- ii. To upload an image, select the **Browse** button to select the desired file off of your computer's hard drive;
- iii. Select the **Send** button to upload that file to your website.
- iv. To delete a file, select the little trash can icon under the desired image.
- v. To edit an image (i.e. size, crop, etc...), select the little pencil icon under the desired image.

### Image Manager

---

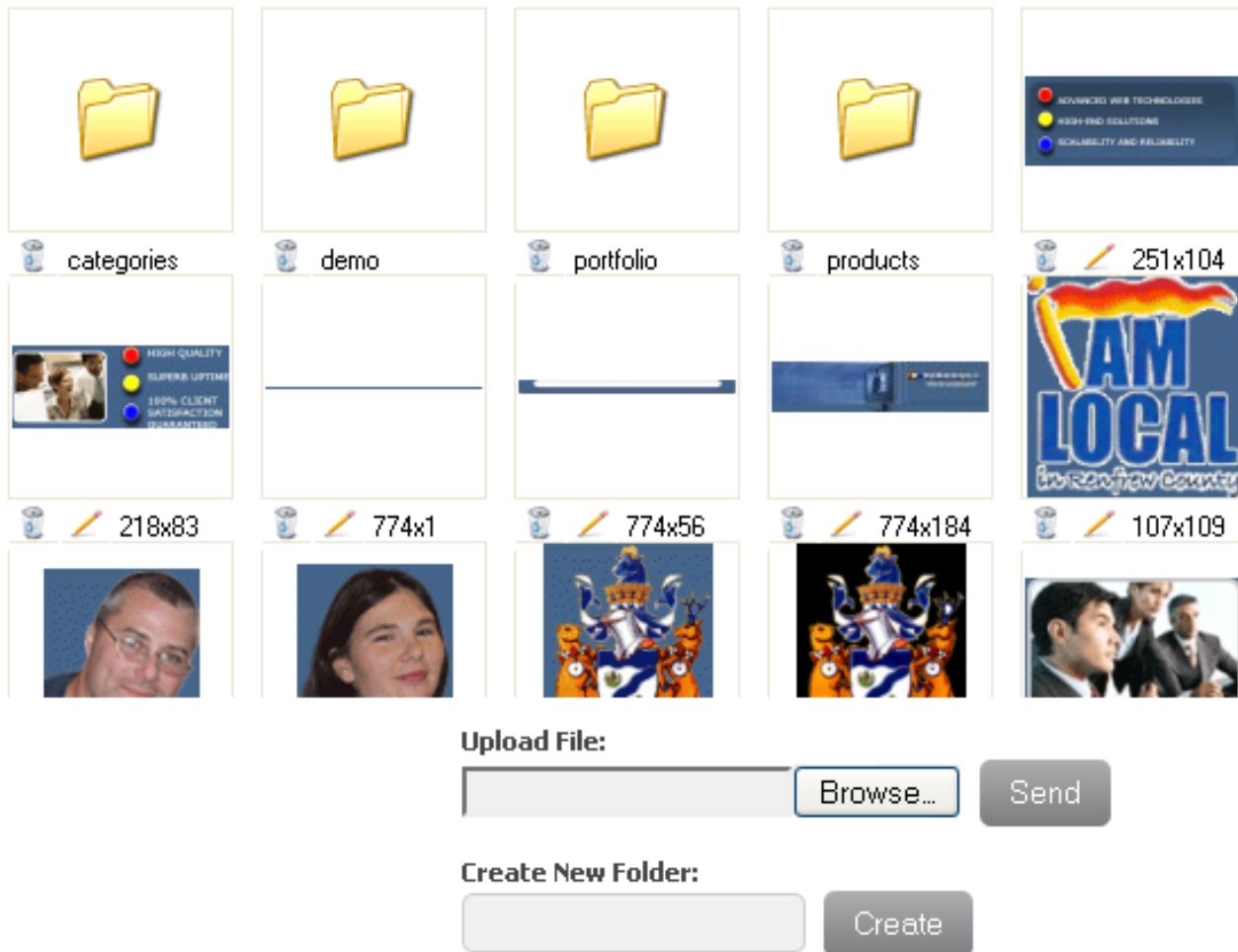


Image C-3: Image of the Image Manager Page.

### 3. Global Content Blocks

- iv. This is where you can change the information found in the footer of your site.
- v. Select **footer** under the *Name* column;
- vi. Select the checkbox underneath **Use WYSIWYG** to use the graphical editor;
- vii. And edit whatever information needs updating;
- viii. Select the **Submit** button when you are done.
- ix. Your footer will now be updated on your site.



Image C-4: Image of the Global Content Blocks page.

### 4. File Manager

- i. This is where you upload and manage your files (use Image Manage to upload images).
- ii. Select the **Upload files** tab to select the desired file off of your computer's hard drive;
- iii. Select the **OK** button to upload that file to your website.
- iv. To delete a directory (do not delete the File, Flash, Media or images directories) or a file (files are displayed once you select a directory name under the Filename menu), select the little red 'x' icon to the right of the desired file.



Image C-5: Image of the File Management page.

## 5. News

- i. This is where you add *news articles* (if module is install, not installed on all sites)
- ii. Select a current *news article* under the *Title* column to edit the details, or
- iii. Select the **Add Article** link to add a new *news article*;
- iv. Fill in the appropriate details and select the **Submit** button when you done.
- v. Note: To add an expiration date to your *news article* so that it will be removed automatically off of your site, select the check box under **Use Expiration Date** and fill in the appropriate information.

News Module Help

---

Articles Categories Field Definitions Summary Templates Detail Templates Form Templates Browse Category Templates Default Templates Options


Filters





Category: All Categories ☐ Show Child Categories: ☐


Sort By: Post Date Descending

Page Limit: 25

Submit

 Add Article

| Title                 | Post Date         | Start Date | End Date | Category | Status  | Select  |
|-----------------------|-------------------|------------|----------|----------|---|---|
| News Module Installed | 01/11/12 08:39:51 |            |          | General  |  |    |

 Add Article

Change Category To: General

Delete Selected Articles

Image C-6: Image of the News module page.

## D. Editing Website Page Content

- a. When you create a new page (or select an existing one), the Edit Content page will be displayed.

Edit Content

Main Options Preview

Submit Cancel Apply

Content Type:  
Content

Title:  
Welcome

Menu Text:  
Home

Parent:  
none

Content\*:

Web Made Simple is a web site design company with you in mind. Our thinking is: Why be complicated?  
All you want is a simple web site that displays information about your company to attract business.  
Web Made Simple offers simple, professional, and straight to the point websites. Follow the links on the site to learn more.

Our Services

Website design, pricing, technical support, and training.  
{cms\_selflink page="51" text="read more..."}

ADVANCED WEB TECHNOLOGIES  
HIGH-END SOLUTIONS  
SCALABILITY AND RELIABILITY

About Us

Find out a little more about Web Made Simple.  
{cms\_selflink page="54" text="read more..."}

Web Made Simple serves Annapolis, Renfrew County, Mississippi Mills, Lanark County, Ottawa and the Valley.

Path: table > tbody > tr > td > table > tbody > tr > td > strong

☒ Use WYSIWYG editor

Submit Cancel Apply

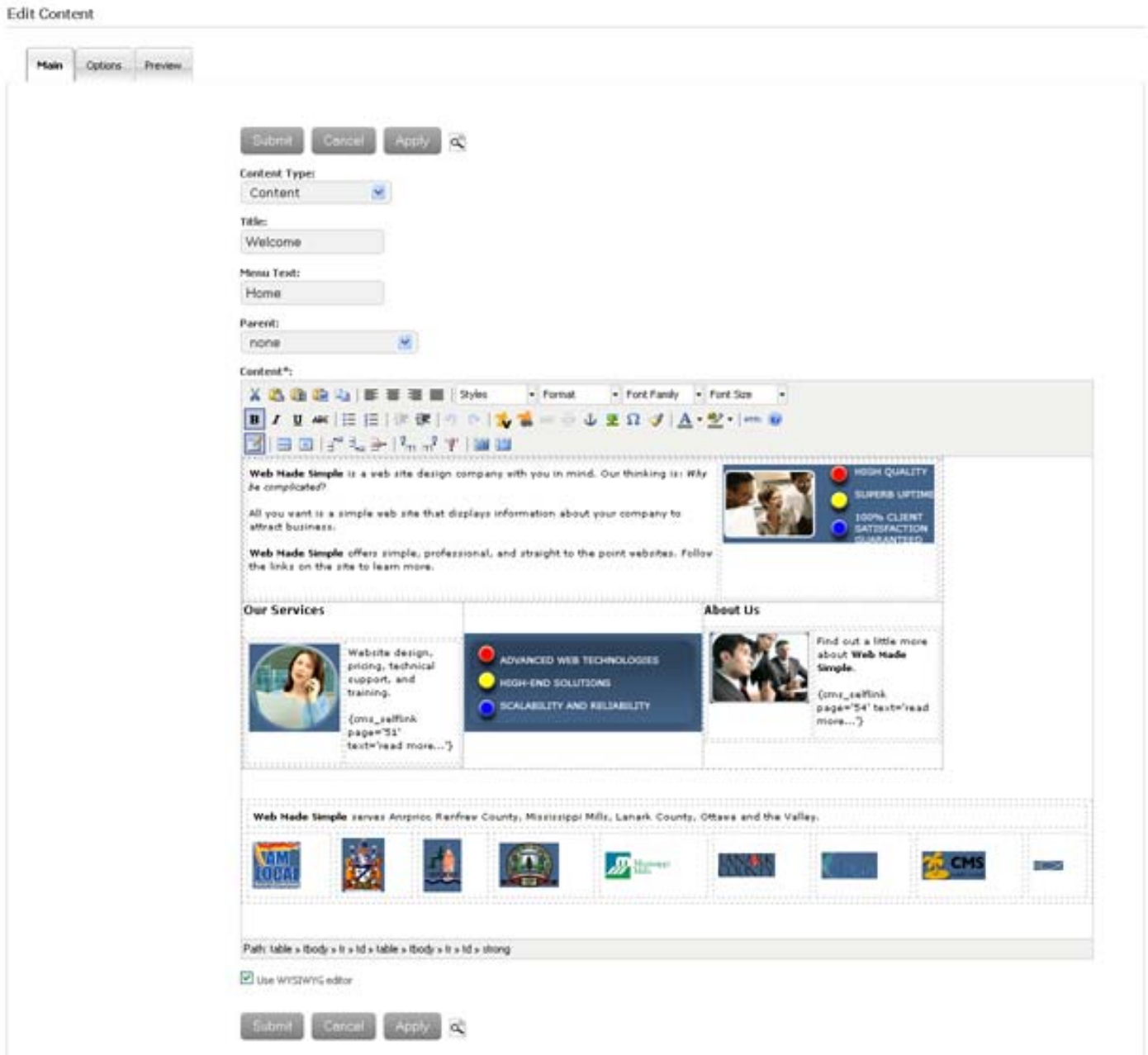


Image D-1: Image of the Edit Content page.

- b. Leave the **Content Type** as **Content**;
- c. Type in the Title for the new page in the **Title** text area (this is the page title);
- d. Type in the Menu Text for the new page in the **Menu Text** text area (this is the text for the page for the menu of your site);
- e. Select a desired **Parent** page (if any);
- f. You will usually leave the **Template** as to what is already selected (unless otherwise told different).

- g. Adding or modifying the page content is similar to using word processor. Type in the desired text and if needed, change any of the text properties by highlighting the text and selecting the appropriate icon from the Content toolbar (e.g. bold, underline, center, etc...)

#### 6. Insert an internal link

- i. If you have text that needs to be linked to an internal webpage on your site, highlight the text and select the **Insert/Edit CMSMS link** icon (shown in the image below) from the Content toolbar;
- ii. Select the desired page from the drop down menu.

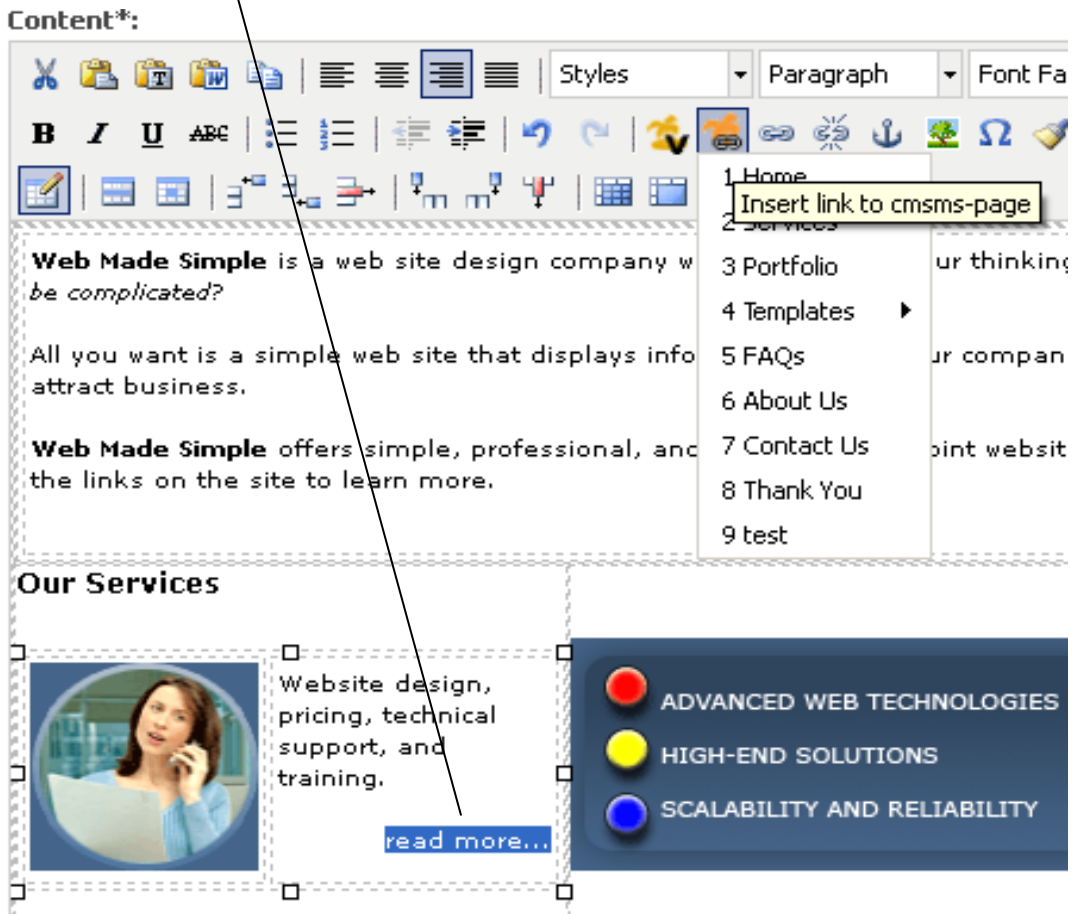


Image D-2: Image of the Insert internal link dialog box.

## 7. Insert an Internet or External link

- i. If you have text that needs to be linked to an external Internet page, highlight the text and select the **Insert/Edit Link** icon from the Content toolbar;
- ii. Type in the desired Internet address in the Link URL text area;
- iii. Select *Open in New Window (\_blank)* from the Target drop down box;
- iv. Select the **Insert** button when you have entered in your link.

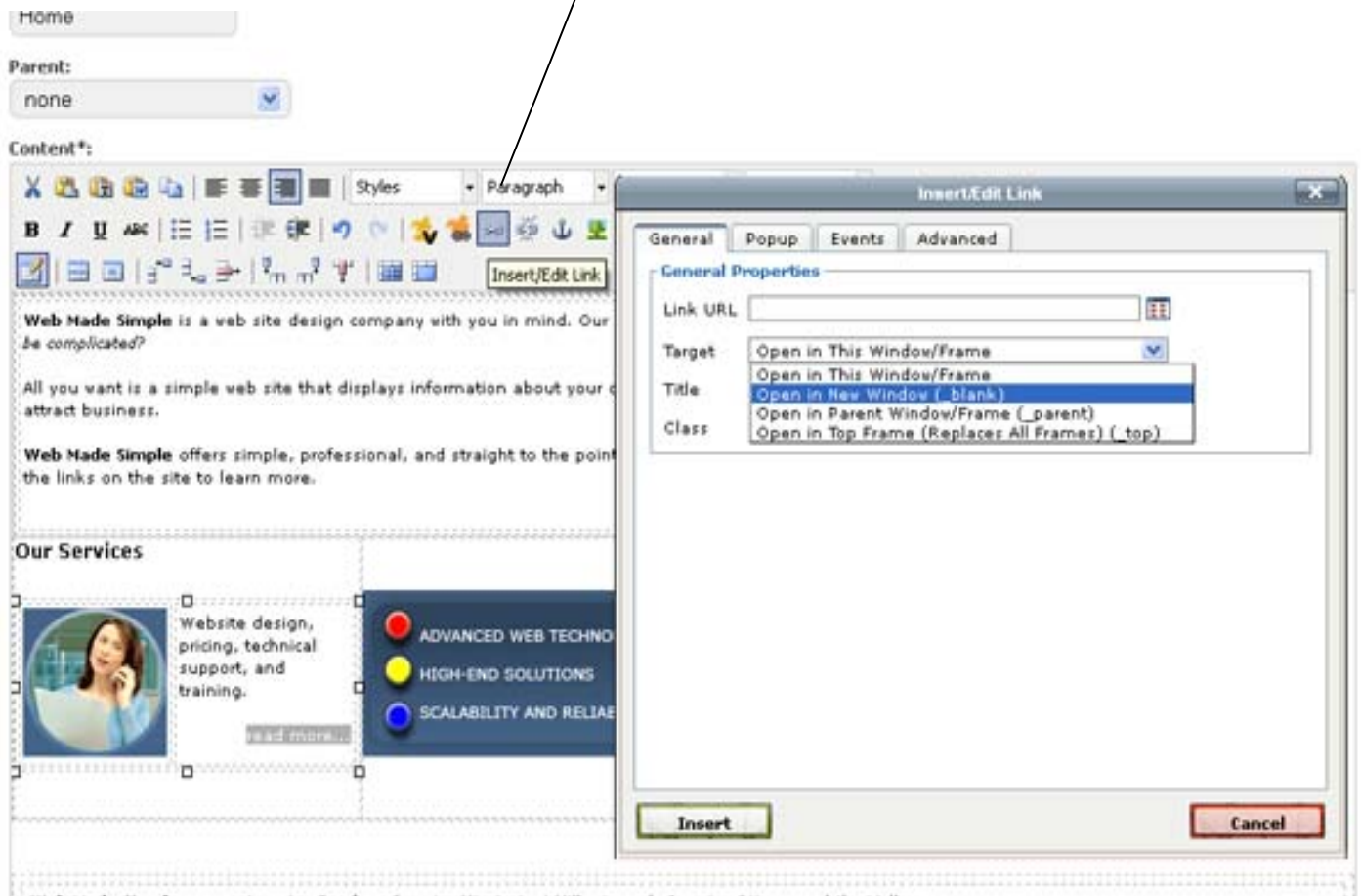


Image D-3: Image of the Insert/Edit Link dialog box.

Note: After you insert an internal link, your highlight text will be changed a bit to display this information. I will look like the image below:



Image D-4: Image showing the internal link text.

## 8. Insert an Email Address

- i. If you do not want an Internet link, but rather an email link, type in the email address and select the **Insert** button;
- ii. A dialogue box will pop up asking if the address you entered is an email address. Select the **OK** button.

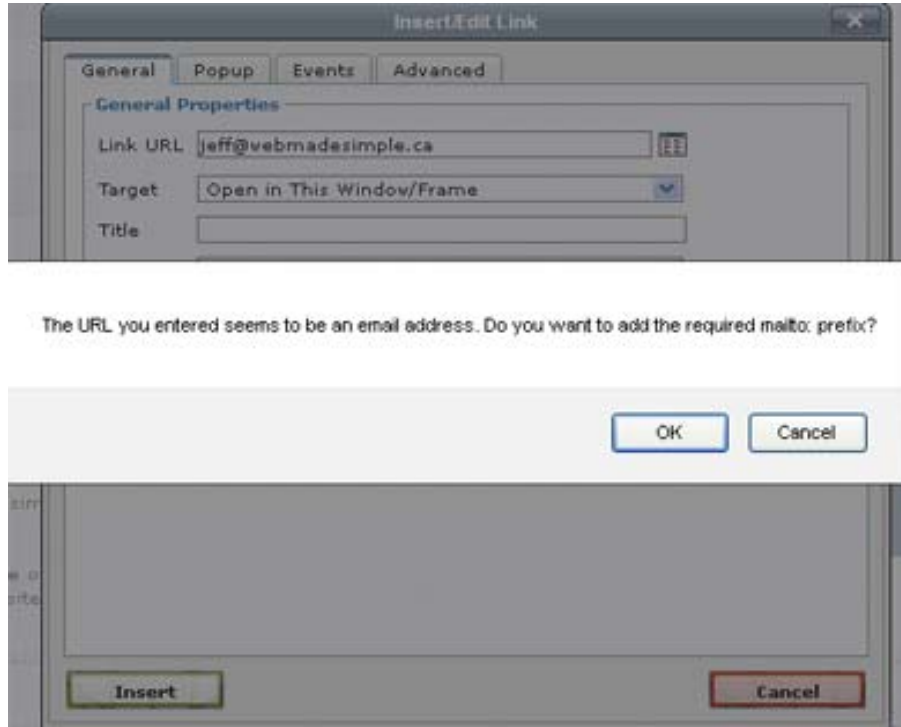


Image D-5: Image of the Link Type options.

## 9. Insert an Image

- i. To insert an image into your webpage, select the **Insert/edit Image** icon from the Content toolbar;
- ii. The *Insert/Edit Image* Popup window will be displayed;
- iii. Select the **Browse** button next to the *Image URL* text box;
- iv. Select the desired image.
- v. Select the **Insert** button to insert the image.

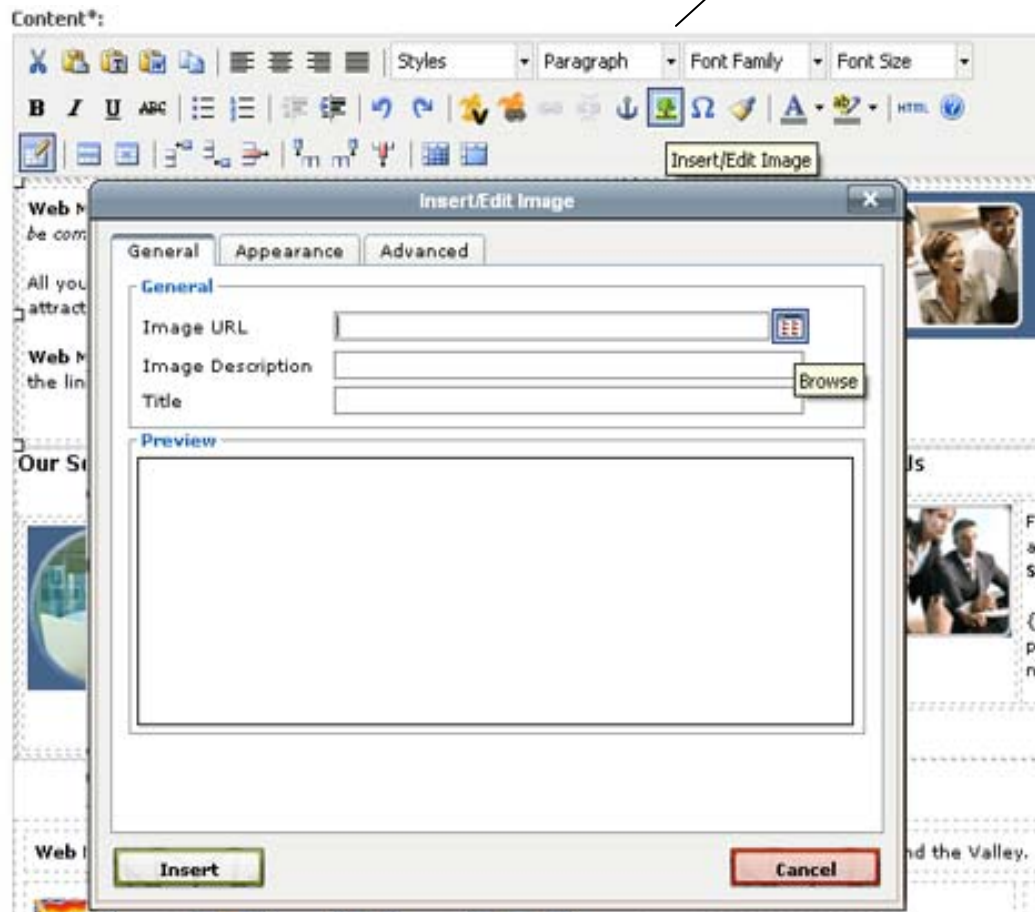


Image D-6: Image of the Insert/edit Image dialogue box.



## 10. Insert a table

- i. To insert a table into your webpage content, select the **Inserts a new table** icon from the Content toolbar;
- ii. Enter in the desired properties. (My usual desired table properties are displayed in the image below.);
- iii. Select the **Insert** button to insert your table;

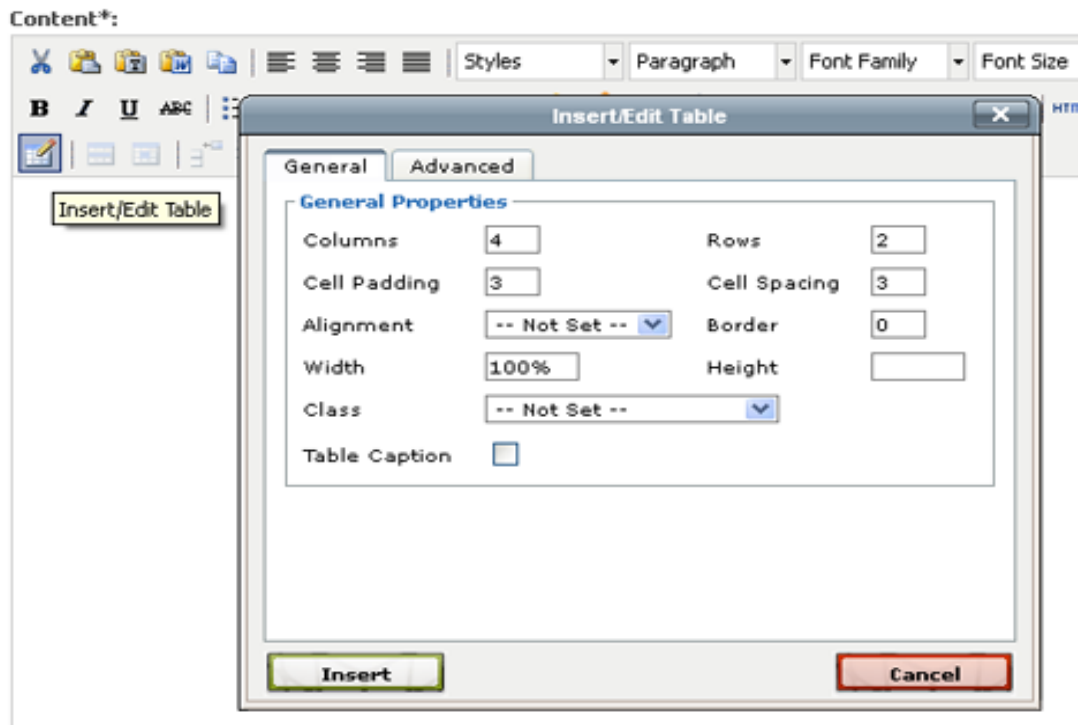


Image D-8: Image of the insert/ Modify table dialogue box.

## 11. Change Table Cell Properties

- i. If you need to change a particular cell property, select the desired cell in the table.
- ii. **Right Click;**
- iii. Select **Cell Properties** from the context menu;
- iv. Change the desired properties (e.g. background colour under the Advanced tab);
- v. Select the **Update** button to accept the changed cell properties.

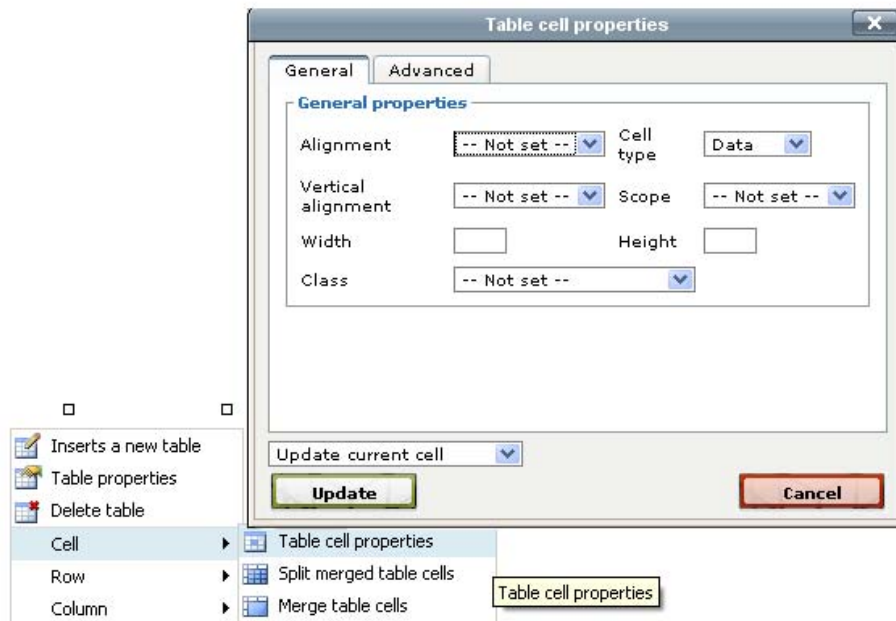


Image D-9: Image of the Cell Properties dialogue box.

## 12. Resize Table

- i. If you are noticing that the text is wrapping within certain cells, you can resize the table by selecting the table;
- ii. Select and hold any of the empty square boxes around the table;
- iii. The selected (and held) square will become filled;
- iv. Drag the table to the desired size;
- v. Let go of your select.

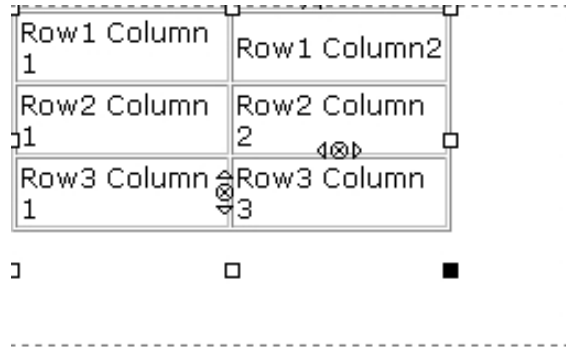


Image D-10: Image of the table resize.

## 13. Change Table Properties

- i. If you need to change the table properties, select the table;
- ii. **Right Click;**
- iii. Select **Table Properties** from the context menu;
- iv. Change the desired properties (e.g. cell spacing);
- v. Select the **Update** button to accept the changed table properties.

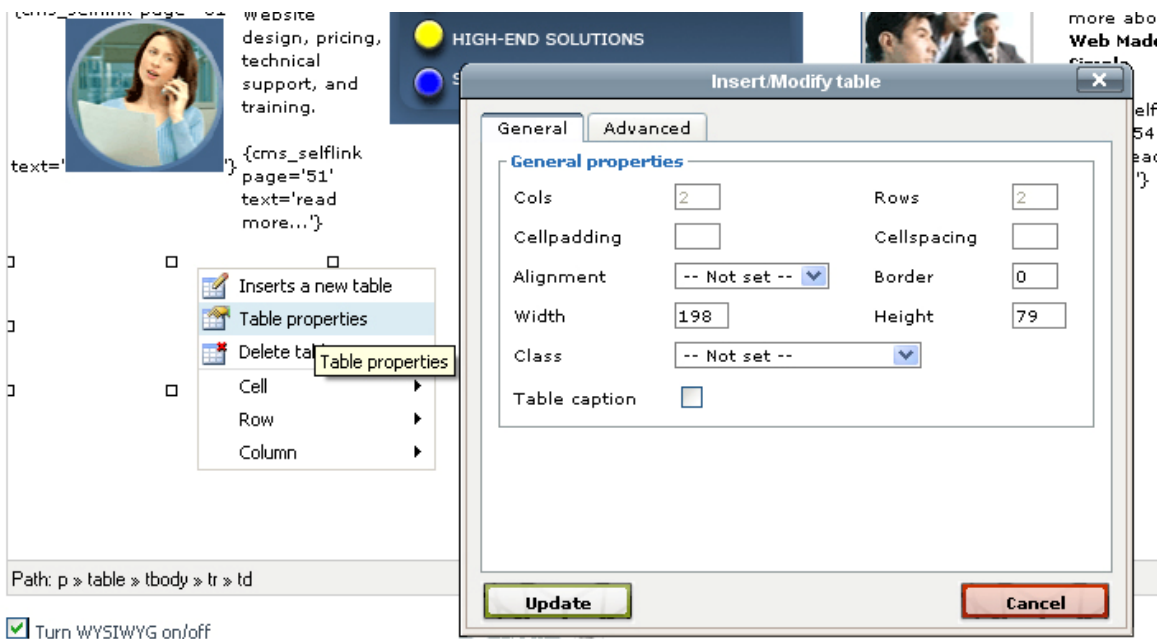


Image D-11: Image of the Insert/Modify table dialogue box.

#### 14. Page Options Tab

- iii. If you created a page and do not wish for that page to be display on the website menu (because this page will just be used for internal linking only), select the **Options** tab at the top of the page;
- iv. Uncheck **Show in Menu**;
- v. Select the **Main** tab again to continue editing.



Image D-12: Image of the Options tab with *Show in Menu* deselected.

- h. Select the **Submit** or **Apply** button to save your work. (The submit button is the only option if it's a new page. If editing a current page, you will see both buttons. The apply button keeps you in the current edit page window, and the submit button brings you back to the main pages menu.)

**Hint:** I usually select the Apply button to save my changes, then I flip over to another browser tab where that page is loaded up and I do a *page refresh* in my browser. This way I can see the changes/updates right away. If I have to tweak something a little bit, I flip back to the my edit page tab, make my tweak, select the apply button, and then flip back to my other browser tab where the page is loaded and do a refresh to see the change.

